

**STI/HIV/AIDS PREVENTION, CARE AND SUPPORT PROGRAM/ USAID-AED-PSI - HONDURAS**  
**"COMMUNICATING LIFE" HONDURAN HIV/AIDS PROGRAM**  
**QUARTERLY REPORT: SEPTEMBER - NOVEMBER 2002**  
**BASED ON: WORK PLAN 2002 - 2004**

**USAID Honduras Strategic Objective:** Sustainable improvement in family health

**USAID Intermediate Result:** Reduced STIs / HIV transmission and improved service provision as a result of positive behavior change in high risk populations by the implementation of technically appropriate projects that contribute to reduce the impact of the epidemic in Honduras

**Program Final Result:** Improvement of prevention, care and support conditions in Honduras that contribute to the reduction and impact of STIs/HIV/AIDS in priority populations, through the implementation of technically appropriate projects developed by NGO's able to channel, manage and monitor national and international funds

**Intermediate Result No. 1:** STIs/HIV/AIDS prevention and care actions implemented by selected NGO's that promote behavioral changes in priority populations and in high risk groups and improve the quality of life in HIV positive and affected communities by means of a grant program

No.	ACTIVITIES	Deadline 2002	COMPLETED	IN PROGRESS	PENDING	CANCELLED	COMMENTS	RESPONSIBLE
<b>0.0</b>	<b>Contract issues</b>							
	Signature of USAID/AED contract	August 1 2002	August 2				Phillipa (AED) & Inram (PSI) supported Program start up	USAID/AED
<b>0.1</b>	<b>Initial activities</b>							
0.1.1	<i>Human resources and office organization</i>							
	Technical team* begins work	Sept. 2	Sept. 3					Lícida Bautista
	Select and rent project office	Sept.16	Sept. 3					
	Contract and orient all team members	Oct.15	Sept. 3					Luis Suárez
	Induction process for team members	Sept. 30	Sept. 3					
0.1.2	<i>Creation of organizational framework</i>							
	Develop draft results framework and workplan	Sept. 13	Sept.					Lícida Bautista
	Presentation of draft results framework and workplan to USAID / AED	Sept. 13	Sept.					
	Finalize the results framework and workplan to USAID/AED	Sept. 17	Sept.					
<b>1.1</b>	<b>Implementation and Strengthening of Administrative Systems</b>							
	<i>Community ownership: Involving and strengthening community and other stakeholders</i>							
<b>1.1.1</b>	<b>Development and action of Advisory Committee</b>							
	Review of existing mechanisms and lessons learned from similar committees and/or groups	Sept. 25	Sept.					Patricia Rivera
	Develop the description, function, structure and purpose for the Advisory Committee	Sept. 25	Sept.					
	Establish criteria for involving members in the committee	Sept. 25	Sept.					
	Develop a draft workplan and ground rules	Sept. 25	Sept.					
	Develop selection process for committee members	Oct. 11	Sept.					
	Present project to NGOs and governmental organizations(Teguc/SPS)	Sept. 25-26	Sept.					
	Press conference of project, call for committee candidates, and concept papers	Sept. 30						
	Committee selection	Oct. 7	Sept.					
	Send draft documents to selected committee members for review	Oct. 16						
	Receive, review and incorporate comments into final documents	Oct. 17	Sept.					
	Advisory Committee meets	Oct. 17	Sept.					
	Training to Advisory Committee on administrative and programatic approaches							
<b>1.1.2</b>	<b>Review Lessons Learned</b>	Oct. 15					Member's need detected	Technical team

\* Lícida Bautista, COP/Director, Luis Suárez, Financial Manager, Patricia Rivera, Giovanni Meléndez, Ritza Avilez, NGO Liason/TA Providers

**STI/HIV/AIDS PREVENTION PROGRAM/ USAID-AED-PSI - HONDURAS**  
**WORK PLAN 2002 - 2004**

No.	ACTIVITIES	Deadline 2002	COMPLETED	IN PROGRESS	PENDING	CANCELLED	COMMENTS	RESPONSIBLE
	<i>Design and implement grant procedures and funding</i>							
<b>1.1.3</b>	<b>Development of Administrative procedural manuals</b>							
	Review existing administrative manuals and lessons learned	15-Oct						Luis Suárez
	Develop administrative manual for NGOs	31-Oct						
	Training and assistance to selected NGOs (from the Concept Papers) to develop proposals administrative systems	31-Oct	Nov. 6					
	Design technical assistance administrative-focused plans for funded NGOs	20-Nov						
	Orient funded NGOs on the administrative manuals	6-Dec						
	Train funded NGOs on administrative systems	13-Dec						
	Implement technical assistance (TA) plans focused on improving administrative systems							
	<i>Designate funds - choose NGOs</i>							
<b>1.1.4</b>	<b>Call for and selection of Concept Papers</b>							
	Develop selection criteria for Concept Papers	25-Sep						Giovanni Meléndez Ritza Avilez
	Present the request for Concept Papers	27-Sep						
	Receive Concept Papers	7-Oct						
	Review concept papers, create NGOs data base	11-Oct						
	Present concept papers to Advisory Committee	18-Oct						
<b>1.1.5</b>	<b>Needs assessment of NGO selected (from Concept Papers)</b>							
	Develop scope of work for consultant	1-Oct						Patricia Rivera Ritza Avilez
	Receive proposals from potential consultants	7-Oct						
	Contract consultant's services	9-Oct						Consultant
	Collect and analyze NGO information (SWOT)	8-Nov						
	Submission of final report	15-Nov						

**STI/HIV/AIDS PREVENTION PROGRAM/ USAID-AED-PSI - HONDURAS**  
**WORK PLAN 2002 - 2004**

No.	ACTIVITIES	Deadline 2002	COMPLETED	IN PROGRESS	PENDING	CANCELLED	COMMENTS	RESPONSIBLE
1.1.6	<b>Designate funds</b>							
	<i>Design and facilitate proposal development workshop</i>							
	Develop criteria to select NGOs for funding	4-Oct						Luis, Patricia Ritza, Gio
	Develop scope of work for consultant to assist with the workshop	1-Oct						Ritza, Giovanni
	Receive proposals from potential consultants	7-Oct						Ritza, Giovanni, Lídica
	Contract consultants	18-Oct						Lídica, Luis
	Design and facilitate proposal development workshop for NGOs (October 28 - 31)	31-Oct	Nov. 4-6				Not considered necessary. Done by team	Consultant
	Prepare workshop report	6-Nov	Nov. 11				Not considered necessary. Done by team	
							Not considered necessary. Done by team	
							Tegucigalpa (Maya Hotel) and SPS (Plaza H)	
1.1.7	<b>Selection of funded NGOs</b>							
	Receive NGOs proposals	8-Nov						Lídica
	Review of NGO proposals	18-Nov						Program team
	Select NGOs to be funded, with Advisory Committee	22-Nov						Lídica & Advis. Com.
	Review and incorporate suggestions for improvements for projects	29-Nov						Ritza & Giovanni
	Develop and sign NGO contracts	6-Dec						Lídica & Luis
	Disburse funds to NGOs	20-Dec						Lídica & Luis
1.2	<b>Strengthening prevention and support services</b>							
	<i>Provision of Technical Assistance</i>							
1.2.1	<b>Develop master technical assistance plan</b>							
	Include in the NGO contracts an agreement to participate and improve specific procedures and approaches within the NGO	5-Dec						Program TA team
	Develop technical assistance plans (with dates, etc.) for each funded NGO	24-Jan						(Patricia, Ritza & Giovanni)
	Develop overall technical assistance plan for the project team	31-Jan						
1.2.2	<b>Implement training and technical assistance plan</b>							Program TA team
1.2.3	<b>Develop Monitoring and Evaluation Plan</b>	30-Sep						Lídica & Giovanni
	Develop base-line surveys							
	Train NGOs on how to obtain information							
1.2.5	<b>Implement Monitoring and Evaluation Plan</b>	Oct						Program TA team
1.3	<b>NGOs implement advocacy actions</b>							
	<i>Guide NGOs on the importance of incorporating National AIDS Plan strategies</i>							
1.3.1	<b>Facilitate workshops and forums on National AIDS Plan</b>							Program TA team
	<i>Strengthened Advocacy Plans</i>							
1.3.2	<b>Advocacy Training to NGOs</b>	Jan-Dec						Program TA team
1.3.3	<b>Training on how to network</b>	Jan-Dec						
1.3.4	<b>Provide assistance to NGOs on implementation of advocacy plans</b>	Jan-Dec						
	<i>Increase empowerment skills and abilities of vulnerable populations</i>							
1.3.5	<b>Leadership training</b>	Jan-Dec						Patricia Rivera
1.3.6	<b>Institutional development and managerial training</b>	Jan-Dec						
1.3.7	<b>Training on human rights</b>	Jan-Dec						
1.3.8	<b>Development of self-support groups</b>	Jan-Dec						

**STI/HIV/AIDS PREVENTION PROGRAM/ USAID-AED-PSI - HONDURAS**  
**WORK PLAN 2002 - 2004**

**Intermediate Result No 2: Umbrella NGO functioning efficiently considering technical and managerial issues**

No.	ACTIVITIES	Deadline						RESPONSIBLE
2.1.1	<b>Develop an umbrella NGO mechanism</b> Elaborate criteria to select umbrella NGO Classify NGOs using established criteria Develop a plan to establish the umbrella NGO Identify and prioritize NGO needs regarding institutional development Implement NGO institutional development plans Identify an umbrella mechanism to continue Support the elaboration of a 3 year strategic plan to strengthen the umbrella NGO	31-Mar 31-Mar 30-Apr 31-Mar Jan 30-Apr Ap-Dec						Ritza, Luis, Patricia Program team Program TA team Patricia Giovanni, Ritza Lícida & Adv.Com. Patricia, Luis